

Greensboro Health Disparities Collaborative

Publications and Dissemination Guidelines

Members of the Greensboro Health Disparities Collaborative (GHDC) have a unique relationship which comes with the opportunity and responsibility to share our experiences and results with others. The process of sharing can take many forms – presentations in informal and professional settings, communicating with the media, preparation of reports and manuscripts and information on our website. We feel that non-academic as well as academic publications should be encouraged as an important form of knowledge dissemination. For the purpose of this document, the term “publication” refers to any and all forms of dissemination of information.

Publications and Dissemination Committee (PDC)

A standing committee from members of the GHDC shall be formed to facilitate the review of proposed publications. The membership will consist of 7 representatives from the collaborative including at least 2 members with University or College faculty affiliations, at least 2 members of the healthcare community and at least 2 members of the wider community who do not have either of the previous affiliations. Any proposal review must include evaluation by a member from each group to be approved.

Role of Lead Author

Identification of a lead author is based on the person’s interest, willingness to do the work and time available to complete the activity and should be someone who:

- Establishes and coordinates the publication working group of approved proposals
- Presents brief updates to GHDC as a whole on approved proposals
- Forwards final draft to the Publications and Dissemination Committee (PDC) for review
- For oral publications, presents a post-presentation review to GDHC as a whole

Criteria for Authorship

The GDHC agrees that the “authorship” should identify a broad set of the contributors in dissemination activities rather than the narrower subset of writers, especially in the case of presentations and written documents outside the academic realm.

Invitations to participate as a co-author for a publication should reflect the list of individuals whose original ideas were critical to the implementation of the related project, those who offer suggestions which contribute to documentation of the related project experience or both.

Involvement or membership of GHDC is not enough to be cited as an author (as is standard, the exception to the rule is the inclusion of the Principal Investigator (PI) on all publications with the expectation that the contribution of the PI will meet the significant

contribution criteria listed above. However, it is expected that the PI would at least approve the final version of the manuscript to be published. All authors must have made substantial contributions to the following to be included as an author:

1. Concept and design or analysis and interpretation
2. Drafting the document or article for critically for important content
3. Reviewing the document or article critically for important content
4. Approval of final version to be published

Individuals who may have less experience writing for publication or presenting at formal conferences will qualify as co-authors if, either individually with the lead author or with the entire working group, they:

1. are involved with conceptual discussions about the work or interpretation of findings
2. review and make comments on at least one draft of the presentation or paper and,
3. review the final version and give approval

Authorship on the final publication will be modified, if necessary, to reflect actual work contributed before it is sent for publication. For the development of brochures, flyers and website, identification of authors is required although recognition is not provided on the final product.

Authorship Order

In most cases, the lead author will become the first author. However, the publication working group can modify authorship order if the responsibility and workload is rearranged. The first author is ultimately accountable for any information presented in a publication, and will propose the author list and order to the publication working group for discussion and approval based on contributions to the final product.

Acknowledgements

For some publications it is appropriate to acknowledge those individuals, coalitions or agencies that were key to the project versus the publication specifically. All publications should acknowledge the GHDC, the funding grant number, and the partners: partnership project, community-based organizations and agencies, and UNC-CH.

Publication Proposal Approval and Review Process

1. Topic is proposed by any member of the GHDC. Proposal should be sent to the designated member of the Publications and Dissemination Committee (PDC). Preparation of a proposed topic should include (limit 2 pages and should include name of designee and contact information):
 - a. Dissemination Activity (e.g. presentation, report, manuscript, web publications)

- b. Short paragraph outlining the topic, including a research question and specific hypothesis if proposal is an affiliate of UNC or other academic institution
 - c. Identification of lead author and supportive others, including roles that supportive others will play in this process
 - d. Timeline for completion of activity
 - e. (If applicable) Complete list of information/data requested (e.g. process of forming the collaborative, data from research)
2. Topic is presented to PDC
 - a. Review time: one week
 - b. Types of Actions
 - i. Approved – forwarded to entire GHDC
 - ii. Approved with modifications requested – forwarded to entire GHDC
 - iii. Not Approved – summary of decision and recommendations for improving proposal returned to proposer (limit 1 page)
 - c. Examples of Modifications
 - i. Identify additional supportive others
 - ii. Suggest change of topic
 - iii. Propose revised timeline
 3. Topic is forwarded to GHDC
 - a. Review time – next meeting
 - b. If proposal is approved:
 - i. Lead author is responsible for contacting all persons expressing an interest and establishing a formal working group
 - ii. Meetings are set up according to timeline
 - iii. List and order of authors is established
 - c. If proposal is not approved, the PDC will review suggestions of GHDC and make a final recommendation of modifications to the proposer
 4. Final drafts of publications must be submitted to the PDC to review for accuracy. Any corrections will be returned to the lead author within one week.

Fast Track Approval Process

This process is indicated for situations in which the deadline for submission is prior to the next full meeting of GHDC, thus preventing publication unless another pathway can be used. It is NOT to be used except in this situation.

1. Lead author will send proposal to designated PDC member and follow-up via telephone
2. PDC member will email for immediate review to the entire GHDC specifying deadline for comment. No response by any individual prior to the stated deadline will be considered passive consent to the proposal.

3. PDC member will, based on the email feedback from the entire GHDC, either (a) approve the publication, or (b) recommend for a future publication opportunity.

Examples of materials which should be presented to the PDC for approval:

1. Scientific and nonscientific manuscripts
2. Oral presentation material (eg. Powerpoint slides, transparencies, audiovisuals, etc.)
3. Informational flyers and brochures
4. Website content

Greensboro Health Disparities Collaborative Publication Proposal

Date:

Publication Deadline:

Publication Host (e.g. name of journal or public forum)

Publication Title:

Lead Author:

Proposed Supportive Others (Co-Authors) including role:

Summary Description and Importance (if academic publication, include research question/hypothesis and proposed analysis):

Data sources requested:

Publication Timeline:

Anticipated technical assistance needed:

To be completed by PUBLICATIONS AND DISSEMINATION COMMITTEE

Date reviewed:

Result: _____Approved

_____Approved with Modifications Requested (see attached)

_____Not Approved